

LICENSING, REGULATION AND ALCOHOL STRATEGY

Casino Employee Licence

What Does This Licence Allow Me To Do?

The holder of a Casino Employee's Licence is legally permitted, while in the employment of a licensed casino, to carry out duties relating to the conduct of gaming and the operation of gaming machines.

Are There Any Special Conditions Or Restrictions?

Applicants must be at least 18 years of age and must meet stringent criteria relating to their character and background.

The Gaming Control (Licensing) Regulations list a range of duties for holders of a Casino Employee's Licence. These include responsibilities relating to: the playing of games or the operation of gaming machines; the movement, exchange or counting of money or chips; security and surveillance; and administration including internal accounting and auditing.

Three categories of licence may be issued:

- Key Licence
- Standard Licence
- Trainee Licence.

Under certain circumstances, a Provisional Licence may be granted.

What Is The Application Process?

You are only eligible to apply upon an offer of employment by the licensed Casino. Before applying, consider your willingness to undergo a police check and fingerprinting, to supply detailed personal and financial information, and to be interviewed by a departmental officer.

Territory Business Centres provide application forms, an Authority to Release Criminal History, an Authority to Obtain Information and an Authority for Release of Information. These forms and authorities allow inspectors or police to inspect a wide range of records.

For fingerprinting, you must attend the counter of a police station (in Darwin, residents must attend the Mitchell Centre Police Station (Police Headquarters) Darwin City). At the police station, submit your completed Authority to Release

LICENSING, REGULATION AND ALCOHOL STRATEGY

Darwin

Level 1, Enterprise House
28-30 Knuckey Street, Darwin
GPO Box 1154, Darwin, NT 0801
Ph: 08 8999 1800
Fax: 08 8999 1888

Katherine

18 Katherine Terrace, Katherine
GPO Box 2138, Katherine NT 0850
Ph: 08 8972 8906
Fax: 08 8972 8910

Alice Springs

1st Floor Belvedere Hse
Cnr Parsons & Bath Sts
GPO Box 8470, Alice Springs NT 0871
Ph: 08 8951 5195
Fax: 08 8951 8591

Criminal History form, pay the prescribed fee*, undergo fingerprinting and obtain a receipt as evidence of completion of these processes.

Completed application forms must be accompanied by the prescribed fee*. The amount will differ depending whether it's for a Key Licence, Standard License or Trainee Licence.

Information to be supplied with the completed application includes:

- birth certificate/extract or current passport or refugee certificate or naturalisation certificate
- evidence of any name change
- three identical passport photographs
- details of any arrests, detentions or litigation
- residential addresses for the preceding five years
- details of previous employment and statement of assets and liabilities.

After you have submitted the completed application form, fee* and supporting information, allow up to five working days for processing.

Do I Need Any Special Knowledge, Experience Or Training?

The Gaming Control (Licensing) Regulations require the Director of Licensing to assess, amongst other things, whether an applicant is by reason of his or her skills, qualifications, knowledge and experience, is competent to perform the duties he or she proposes to perform.

Experience in the tourism/hospitality industries is relevant but not essential. Croupier training and/or security officer training may also be relevant.

How Long Is The Licence Valid And What Is The Process For Renewal?

Full Licences are issued for five years and are valid from the date of issue or until the cancelled or suspended. To renew your licence, complete a renewal form and pay the relevant fee*. A non-renewable Provisional Licence may be issued, valid for a period not exceeding 12 months.

Is The Licence Recognised Interstate?

This licence may assist you to gain a comparable licence interstate. However, the licence is for the Territory and does not carry automatic recognition in other jurisdictions.

Other Useful Information

Other relevant Fact Sheets: [Probity Checks](#)

Legislation: [Gaming Control \(Licensing\) Regulations](#)

**Please refer to the relevant schedule of fees.*